



DEPARTMENT OF THE NAVY
OFFICE OF THE UNDER SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

28 May 2009
SRB-11-03
AAUSN/FMD

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Guidance for the Preparation and Submission of Manpower Review for the Fiscal Year (FY) 2011 Secretariat Review Board (SRB)

Purpose: To provide instructions on the SRB process for the FY 2011 Manpower Review and Validation.

Background: In the SRB process, Secretariat activities use a zero-based budgeting approach to report programmed resources. This information is submitted via SRB exhibits that must match resources to activity mission priorities. Past data calls have not fully reviewed Manpower resource levels in Secretariat Activities. This data call will provide the SRB with updated and complete Secretariat Manpower resource level information at the appropriate level of detail.

Guidance: Submit SRB Manpower Review and Validation Exhibit and Activity Manpower Billet Organization Chart for FY 2009 levels to the AAUSN Financial Management Division (FMD), no later than 4 June 2009.

Scope and Content: Completion of the SRB Manpower Review and Validation Exhibit Template, attachment (1), will provide a detailed breakout of Manpower resources consistent with your FY 2009 levels for the FY 2010/2011 President's Budget Controls. The Exhibit describes activity Manpower resources, including Civilian, Military and Contractor End-Strength. Completion of the Activity Manpower Billet Organization Chart, attachment (2), will provide the detail needed to create updated Tables of Organization (TOs) and Manpower Authorization Ceiling Cards.

Action: Please submit requested information no later than 4 June 2009. Additional guidance and assistance in preparing information is available from Mr. Alex Rud, at alexander.rud@navy.mil or (703) 693-0681 or Mr. Steve Edwards, at steve.c.edwards@navy.mil or (703) 693-0976.

Dave Nugent
Director, Financial Management Division

SUBJECT: Guidance for the Preparation and Submission of Budget Estimates for the
FY 2011 Secretariat Review Board (SRB)

Attachments:

1. SRB Manpower Review and Validation Exhibit Template
2. Activity Manpower Billet Organization Chart Template

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